

## Week 4: Online Organizational Tools

*February 3- February 10*

This week we are looking at organizational tools. It is a big exploration week. There is not much reading this week and next week because I want to give you plenty of time to play with the applications. Also, the discussion will probably be more along the lines of brainstorming. Next week we are looking at online applications. The way I am delineating the two different groups is that org tools help you organize, whereas apps make a product. This is more to allow me to divide them in to two separate weeks rather than any written-in-stone definition. Realistically, I would put Flickr in this week, but then there would be no reading next week at all! So you can look forward to that next week.

So do your **reading**, a few pages in Richardson and view a couple Common Craft videos. (I love those things!)

Then **explore** the different org tools: RSS readers (googlereader or bloglines ), social bookmarking (delicious and diigo), book organization sites (librarything, shelfari, goodreads) and then for fun, take a look at google calendar. I know, my idea of fun isn't always everyone else's – but this calendar function is practically my new brain! If you use other online organization tools, or if you run across any others you think are relevant, please post them in the discussion and link them on your blog!

Your **assignments** are all revolving around setting up applications. Your blog is where you are going to document your work this week. Tell me what blogs you put in your RSS reader, put a link to your social bookmarking site\* and your book organization site. Tell me what you think of all of them, but you only need to set up one of each.

\*The social aspect of delicious and diigo are very important, but if you have bookmarks that you don't want made public, don't forget that you can choose to hide specific bookmarks.

Finally, **discuss** what you are looking at with your classmates. How can these tools be used in a library and education setting?

### **Reading:**

RSS in Plain English

[http://www.commoncraft.com/rss\\_plain\\_english](http://www.commoncraft.com/rss_plain_english)

Social Bookmarking in Plain English

<http://www.commoncraft.com/bookmarking-plain-english>

Richardson, 71-97 (It's a book, you remember books!)

Bird, Elizabeth, "This Blog's For You." School Library Journal, November 1, 2009.  
<http://www.schoollibraryjournal.com/article/CA6703692.html> [optional]

**Exploration:**

GoogleReader <http://www.reader.google.com>

Bloglines <http://www.bloglines.com/>

Delicious <http://delicious.com/>

Diigo <http://www.diigo.com/>

LibraryThing <http://www.librarything.com>

Shelfari <http://www.shelfari.com/>

GoodReads <http://www.goodreads.com/>

**Assignment:** Set up RSS reader – if you need some good suggestions check out the Bird article.

Set up a Diigo or Delicious account to keep track of sites you visit, import bookmarks from your computer [professional vs. personal bookmarks].

Set up one "library site" [5 books minimum].

Recount your organizational tools journey in your blog.

**Discussion:** Look in the "discussions" threads for topics you wish to comment on. Don't forget to follow the rubric.